

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

EQUIPMENT SERVICE SUPERVISOR

DEFINITION:

Under direction, to supervise the lubrication, washing, servicing, and minor maintenance of automotive, industrial, and construction equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, lays out, assigns, and supervises the work of equipment service staff engaged in lubricating, refueling, washing, cleaning, making minor repairs and adjustments, replacing parts, inspecting and repairing tires and tubes, and parking automotive and construction equipment;
- Inspects work in progress and upon completion;
- Inspects tools and equipment for proper use and care;
- Supervises the installation and operation of new servicing programs;
- Prepares work orders and schedules;
- Instructs subordinates in the proper use of equipment and procedure for servicing equipment;
- Prepares and approves stock orders for parts;
- Requisitions materials and supplies; enforces safety regulations;
- Maintains records of work activities and prepares reports;
- Trains and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience in maintenance, servicing or minor repair of automotive or industrial equipment. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.